



STATE OF WASHINGTON  
DEPARTMENT OF COMMUNITY,  
TRADE AND ECONOMIC DEVELOPMENT

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# Community Development Block Grant Program (CDBG)

## 2005 Planning-Only Grant Pre-Application Handbook

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**Juli Wilkerson**  
Director

**WASHINGTON STATE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2005 PLANNING-ONLY GRANT PRE-APPLICATION**

Nancy K. Ousley  
Assistant Director  
Local Government Division

Steven K. Washington  
Managing Director  
Community Development Programs

**CDBG Program Staff**

For specific information regarding the Planning-Only Grant pre-application process please contact Sheila Lee-Johnston listed below.

Dan Riebli  
CDBG Program Manager  
(360) 725-3017  
danr@cted.wa.gov

Bill Prentice  
CDBG Project Manager  
(360) 725-3015  
billp@cted.wa.gov

Dwight Edwards  
CDBG Project Manager  
(360) 725-3011  
dwighte@cted.wa.gov

Kaaren Roe  
CDBG Project Manager  
(360) 725-3018  
kaarenr@cted.wa.gov

Janice Roderick  
CDBG Project Manager  
(360) 725-3013  
janicer@cted.wa.gov

Sharon Robinson  
CDBG Project Manager  
(360) 725-3010  
sharonr@cted.wa.gov

Sheila Lee-Johnston  
CDBG Project Manager  
(360) 725-3009  
sheilal@cted.wa.gov

Leona Moon  
CDBG Program Coordinator  
(360) 725-3022  
leonamo@cted.wa.gov

Lee Elliott  
CDBG Budget Manager  
(360) 725-3012  
lee@cted.wa.gov

Yvette Lizeé-Smith  
CDBG Project Manager  
(360) 725-3014  
yvettel@cted.wa.gov

Cathi Read  
Small Communities Initiative  
(360) 725-3016  
cathir@cted.wa.gov

Beth Rockwell  
CDBG Admin Support  
(360) 725-3024  
bethr@cted.wa.gov

Kristen Carmichael  
Administrative Assistant  
(360) 725-3006  
kristenc@cted.wa.gov

Laurie Dschaak  
CDBG Contract Assistant  
(360) 725-5020  
lauried@cted.wa.gov

Sarah Sweeney  
Office Assistant Senior  
(360) 725-3020  
sarahs@cted.wa.gov

*State of Washington*  
Department of Community, Trade and Economic Development  
Post Office Box 42525, 906 Columbia Street SW, Olympia, WA 98504-2525

Telephone: (360) 725-3019  
Fax: (360) 586-4162 TDD: (360) 586-4224

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# ESSENTIAL INFORMATION AND SUBMITTAL INSTRUCTIONS



## **OVERVIEW**

The goal of the CDBG Planning-Only Grant Program is to support eligible small communities and rural counties in carrying out planning activities that lead to the implementation of priority projects that principally benefit low- and moderate-income persons.

- The Planning-Only Grant is a two-phase process, requiring applicants to submit a pre-application, prior to submission of the general application. This pre-application handbook contains the forms and information necessary to begin the application process once a formal, written invitation to apply has been received by the jurisdiction.
- A pre-application form must be submitted and the proposed project must meet program priorities before a potential applicant is formally invited to apply for funds. See the pre-application process on page 5 for details.
- A jurisdiction may submit a pre-application at any time. Pre-applications are received and reviewed on an ongoing basis throughout the year. Awards are made on a funds available basis.
- A fund of \$600,000 is available in 2005. Planning grants are limited to a maximum of \$35,000 for a single applicant, or \$50,000 for a joint application involving two or more eligible jurisdictions that share a common planning need. The maximum funding amount is limited to projects that meet criteria listed on page 3.

## **PRE-APPLICATION PARTS TO SUBMIT**

The pre-application should include the following items:

- Project Summary Form
- Supplemental Questions
- Contact List

Please type or write legibly and staple in the upper left-hand corner. Do not use special covers or binders. It is preferred the pre-application be 2-hole punched at the top.

### **How many and where to send**

Submit **ONE** original (signed in ink) **and** **ONE** copy of the pre-application form to:

Laurie Dschaak, CDBG Program  
906 Columbia Street SW  
Post Office Box 42525  
Olympia, Washington 98504-2525

To receive application materials and forms via email or on diskette, contact Laurie Dschaak at (360) 725-3020 or [lauried@cted.wa.gov](mailto:lauried@cted.wa.gov).

**FAX transmitted or emailed proposals will not be accepted.**

## **GENERAL APPLICATION INFORMATION**

This pre-application handbook contains the forms and information necessary to begin the process of applying for CDBG Planning-Only Grant funds.

### **PROGRAM PURPOSE**

The Washington State Community Development Block Grant (CDBG) program is funded by the U.S. Department of Housing and Urban Development. All CDBG Planning-Only Grant projects must meet one of the two following national objectives of the CDBG program (Title I, Housing and Community Development Act of 1974, as amended):

#### **National Objectives**

- To principally benefit persons of low- and moderate-income
- To prevent or eliminate slums or blight

#### **Program Priorities**

In addition, the project must address one or more of the following Planning-Only Grant program priorities and have the potential of leading to the implementation of a priority project.

- To address public health and safety issues
- To improve essential services to low- and moderate-income persons
- To complete a necessary and specific step within a broader community development strategy
- To assist communities in meeting planning requirements that will principally benefit low- and moderate-income persons.

### **ELIGIBLE APPLICANTS**

Indian tribes and special purpose organizations, such as public housing authorities, port districts, water and sewer districts, community action agencies and economic development councils, are not eligible to apply directly to the CDBG program for funding. These projects may be eligible under CDBG:

- If a project will serve both an eligible local government's citizens and tribal members or if the boundaries of a project's service area involves both local government and tribal jurisdiction, the local government may apply for state CDBG funding on behalf of and in coordination with the Indian tribe.
- An eligible local government may choose to involve special purpose organizations in the operation of projects funded under the CDBG program.

### **ELIGIBLE ACTIVITIES**

CDBG Planning-Only Grants may be used for a variety of planning activities that meet a national objective, such as addressing the needs of low- and moderate-income persons in the community. Eligible planning activities are listed in Section 105 (a) (12) and include:

- A. Planning activities that consist of all costs of data gathering, studies, analysis and preparation of plans, and the identification of actions that will implement such plans, including, but not limited to:
- 1) Comprehensive plans;
  - 2) Community development plans;
  - 3) Functional plans, in areas such as:
    - i) Housing
    - ii) Land use and urban environmental design;
    - iii) Economic development;
  - 4) Individual projects plans
  - 5) Small area and neighborhood plans
  - 6) Capital improvement programs
  - 7) Environmental studies

### **INELIGIBLE ACTIVITIES**

In general, any type of activity not described in the reference above is ineligible for consideration. In addition, CDBG Planning-Only Grants may not be used to fund:

- General grant administration expenses;
- Engineering, architectural and design costs related to a specific construction activity;
- Actual blue prints;
- Direct development of an application to any of the CDBG program funds; or
- Other costs of implementing plans. (These costs may be eligible for CDBG funding as part of a CDBG construction grant.)

### **FUNDING LEVELS**

A fund of \$600,000 is available in 2005. Planning-Only grants are limited to \$35,000 for a single applicant or \$50,000 for a joint application involving two or more eligible jurisdictions that share a common planning need. There is no match requirement; however, local contributions or leveraged funds from other sources are viewed favorably and general grant administration costs will not be reimbursed. To receive an award at the upper limit all of the following criteria must be met:

- The proposed project is to address a public health and safety issue;
- The proposed project is required by a regulatory agency (such as WA State Department of Health or Department of Ecology);
- The community is facing financial hardship in addressing the issue; and
- Other funding has been considered (such as Public Works Trust Fund Loan).

If the above criteria are not met, the maximum amount is \$24,000 for a single application or \$40,000 for two or more eligible jurisdictions. Pre-applications are accepted and reviewed throughout the year, with awards made on a funds-available basis.

## **JOINT APPLICATIONS**

When two or more eligible jurisdictions are located in the same region and share a common planning need, they are encouraged to seek cooperative solutions by preparing a joint application. An Interlocal Agreement, signed by each participating jurisdiction, must be submitted with the application, if an invitation to apply is extended. Jurisdictions considering a joint application for the higher funding level are encouraged to first contact the CDBG program to review eligibility, including:

- Whether all applying jurisdictions are non-entitlement jurisdictions and able to meet the federal threshold requirements.
- Whether the joint planning effort would be a significant increase in scope and cost from a single jurisdiction planning effort, requiring additional Planning-Only Grant funds.

## **RELATIONSHIP BETWEEN PLANNING-ONLY GRANTS AND OTHER CDBG FUNDS**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction (including a jurisdiction participating in a multiple jurisdiction project) will not be awarded more than one Planning-Only Grant per year, so the planning project of highest priority should be submitted first. The required CDBG citizen participation requirements can assist with this local prioritization process. To be considered for funding from the current program year, the jurisdiction must be invited to apply and the full application must be received by December 31<sup>st</sup> of that program year.

A Planning-Only Grant cannot fund the direct development of another CDBG application, although some activities that could support a subsequent application are eligible for Planning-Only Grant funding. Receipt of a Planning-Only Grant *does not* guarantee that a related CDBG application will be funded.

## **MINIMUM PERFORMANCE STANDARDS**

The Department of Community, Trade and Economic Development (CTED) reserves the right to deny funding when submitted applications involve eligible general purpose or special purpose units of governments with serious unresolved audit findings related to performance capacity.

Further, CTED reserves the right to postpone project contracting or to deny funding if there is a significant problem with previous grantee performance. In such situations, the grantee is responsible for development and initiation of corrective action satisfactory to CTED. Upon request, CTED will provide technical assistance to the community to help ensure timely completion of approved project activities.

# PRE-APPLICATION AND APPLICATION PROCESS OVERVIEW

## PRE-APPLICATION PROCESS

**YOU ARE  
HERE →**

**1. Jurisdiction completes and submits pre-application form.**



**2. Pre-application passes or does not pass the CDBG screening process, including -**

- Project addresses a program priority(s)
- Project meets a national objective
- Eligible applicant(s)
- Eligible planning activity(s)
- CDBG is the most appropriate funding source

Follow-up correspondence is made, if necessary.



**3. CTED Resource Team reviews the request** and considers technical and financial assistance options.



**4. CDBG Program invites the jurisdiction to apply or alternative options are identified.**



## APPLICATION PROCESS

**5. Jurisdiction submits an application within 60 days, including -**

- Threshold documentation and certification of compliance
- Narrative
- Work Plan
- Budget



**6. CDBG program reviews application to insure:**

- Threshold requirements are met, including public hearing documentation and an Interlocal Agreement (for joint applications only).
- Narrative describes a compelling need, capacity to implement the project, readiness to proceed, and clear results if funded.
- Work Plan is thorough and well conceived, including relationship with subrecipients or consultants.
- Budget is reasonable and complete with appropriate leveraged resources.



**7. Jurisdiction receives an award letter and begins the contracting process.**



# PROJECT SUMMARY FORM

## 2005 CDBG PLANNING-ONLY GRANT PRE-APPLICATION

1. Applicant Jurisdiction: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tax ID #: \_\_\_\_\_  
County: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_  
Title or Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
3. Subrecipient Organization: \_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
4. Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Fiscal Year from \_\_\_\_\_ to \_\_\_\_\_  
Congressional District: \_\_\_\_\_
6. State Legislative District: \_\_\_\_\_
7. Project Summary:
8. National Objective Addressed (Please check the applicable objective.)  
\_\_\_\_\_ Principally benefits low- and moderate-income persons or households \_\_\_\_\_%  
\_\_\_\_\_ Prevents or eliminates slums or blight  
\_\_\_\_\_ Meets urgent community development needs which pose a serious & immediate threat to public health or safety
9. Total Project Budget: CDBG \$ \_\_\_\_\_  
Other Federal \_\_\_\_\_  
State \_\_\_\_\_  
Local Public \_\_\_\_\_  
Private \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_
10. Project Location:  
Census Tract(s) \_\_\_\_\_  
Block Group(s) \_\_\_\_\_
11. Project Beneficiaries:  
# Persons: \_\_\_\_\_  
# LMI Persons: \_\_\_\_\_  
# Households: \_\_\_\_\_  
# LMI Households: \_\_\_\_\_
12. Certification of Chief Administrative Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Date

## PROJECT SUMMARY FORM INSTRUCTIONS

The Project Summary Form serves as the cover page for the application and should be the first page inside the cover.

1. The applicant jurisdiction must be a non-entitlement city or county (see pages 13 & 14). The Tax Identification number is usually a "91-" number.
2. Provide information on the person to be contacted, should more information regarding the threshold requirements or project proposal be needed by the CTED staff.
3. Provide information on any subrecipient organization that will benefit from the project or receive CDBG funds as a pass through.
4. Provide information on the consultant used to develop the proposal, if applicable.
5. List the month and day of the beginning and end dates of the applicant's fiscal year.
6. List the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished and the major elements of the project.
8. Indicate which CDBG program national objective this application addresses. Also list the percentage of low- and moderate-income (LMI) benefit.
9. List the project budget.
10. List the Census Tract(s) and Block Group(s) that are within the project area. Sources of assistance are the local or county planning office, the U.S. Census website: (<http://www.census.gov/>) or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.
11. List number of people, households, people qualifying as low- and moderate-income and households qualifying as low- and moderate-income that will benefit from the project.
12. This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator or city manager as applicable). An original signature must be submitted. Please clearly state the official's name and title.

## PRE-APPLICATION SUPPLEMENTAL QUESTIONS

13. The project must address one or more of the Planning-Only Grant program priorities. (Please check the applicable program priorities.)
- \_\_\_\_\_ To address public health and safety issues
- \_\_\_\_\_ To improve essential services to low- and moderate-income persons
- \_\_\_\_\_ To complete a necessary and specific step within a broader community development strategy
- \_\_\_\_\_ To assist communities in meeting the planning requirements that will principally benefit low- and moderate-income persons

Briefly describe how the selected program priorities applies:

14. Has this project been identified as a Washington Community Economic Revitalization Team (WA-CERT) priority? YES ☐ NO ☐
- WACERT NUMBER \_\_\_\_\_

15. List the funding source and status (proposed or secured) of funds included in Question 9:

Funding Source	Amount Proposed	Amount Secured
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

16. How many months will it take to complete the planning project?
17. What alternative approaches, other than seeking CDBG planning funds, have been considered? And why were these alternate approaches not available, feasible or appropriate?

## CONTACT LIST

### FOR FUNDING RESOURCES, PARTNERS AND INTERESTED PARTIES

Please list other federal, state or non-profit contacts that have been consulted regarding the proposed planning project. Include potential, not just actual, funding resources and partners.

PROGRAM	CONTACT PERSON	PHONE # AND EMAIL

## **CDBG REQUIREMENTS FOR PROCURING PROFESSIONAL SERVICES**

Jurisdictions that intend to use CDBG resources to pay for professional services must follow federal procurement procedures. If you secure the services of consultants before following approved federal CDBG procurement guidelines, the consequences may include:

- Costs to the jurisdiction that will not be CDBG reimbursable.
- Project delays.
- Formal grievances from citizens and businesses that may have been excluded from the procurement process.

CDBG staff is available to assist in the federal procurement process. Written information is provided in the CDBG management handbook, Section 5. This document provides an overview of procurement guidelines that may be useful as a quick reference.

**Advertisement Requirements for Professional Services** – Two types are allowed: Request for Statement of Qualifications (RSQ) or Request for Proposals (RFP). The methods are outlined below:

- Publish a request for qualifications (RSQ method) announcement on each occasion when professional services are required;
- Publish a request for qualifications announcement annually in each category of service required by the jurisdiction. (In those instances where the jurisdiction completed the RSQ process prior to receiving the CDBG award, the CDBG funded project must fall within one of the general categories of projects listed in the earlier advertisement and meet all of the CDBG procurement requirements.)
- Publish a request for proposals (RFP method) which specifies the type of project, anticipated start date, and lists evaluation criteria with relative importance that will be used to rank proposals.

The following statements must be included in the advertisement for both methods.

- The (City or County) of \_\_\_\_\_ is an Equal Opportunity and Affirmative Action Employer.
- Minority- and women-owned firms are encouraged to submit statement or proposals.
- This project is (funded or partially funded) through the Washington State Community Development Block Grant program with federal funds provided by the U.S. Department of Housing and Urban Development.

The RFP or RSQ advertisement must be publicized at a minimum once a week for two weeks in a major newspaper of general circulation. At least 14 calendar days from the last publication must be allowed for respondents to prepare and submit their proposal or statement of qualifications.

- Using the RSQ method, at least three statements of qualifications must be received to have competitive procurement.

- Using the RFP method, at least two qualified proposals must be received to have competitive procurement.

Steps must be taken to encourage minority- and women-owned business enterprises (MWBE) and small business participation during the procurement process. These affirmative steps must be included at a minimum:

- Develop an inventory of any local minority- and women-owned businesses providing needed services;
- Contact the State Office of Minority and Women's Businesses Enterprises to obtain a Directory of Certified Minority, Women's and Disadvantaged Business Enterprises;
- Send a copy of the newspaper advertisement used to publish the RFQ or RFP to a minimum of five minority- or women-owned firms taken from the local inventory and/or from the Directory of Certified Minority, Women's and Disadvantaged Business Enterprises; or list the availability of the procurement opportunity on the MWBE web site.

**Small Purchase Procedures** – In those instances where services are not expected to cost over \$25,000 in the aggregate, small purchase procedures may be utilized to procure consultant services other than professional engineering or architectural services. If small purchase procurement is used, price or rate quotations or proposals must be obtained from at least three qualified sources. Efforts must be made to seek at least one quotation or proposals from a minority- and/or women-owned business enterprise. If the jurisdiction has established a lower ceiling for small purchases, then the lower ceiling should be followed. When using small purchase procedures, it is strongly recommended that selected firm's references and ability to perform be thoroughly checked.

For more information on consultant selection/contracting in relation for the CDBG-funded programs, please contact Janice Roderick at (360) 725-3013 (e-mail: Janicer@cted.wa.gov) or Sheila Lee-Johnston at (360) 725-3009 (e-mail: Sheilal@cted.wa.gov).

## APPENDICES

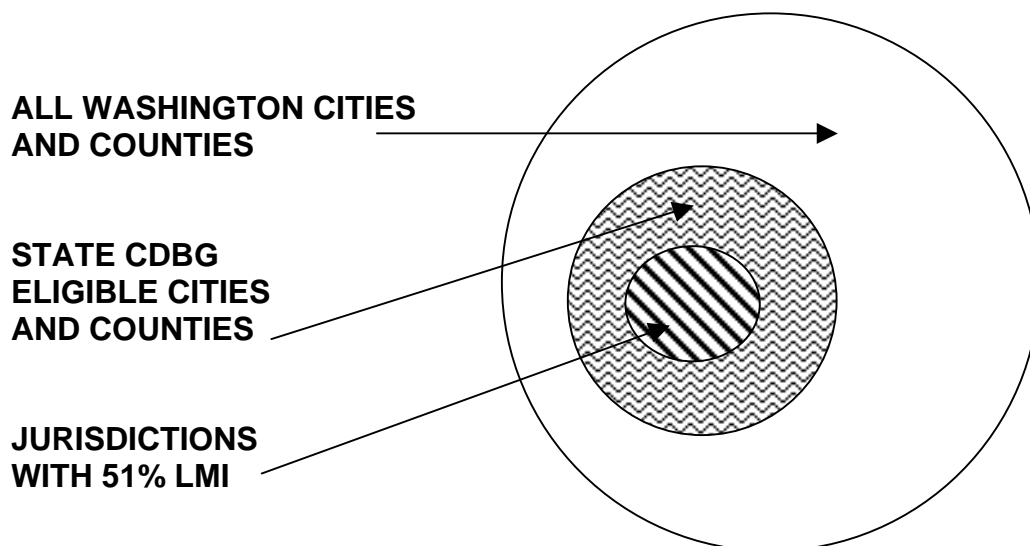
### APPENDIX A - ELIGIBLE AND INELIGIBLE JURISDICTIONS

### APPENDIX B - JURISDICTIONS WITH 51% LOW- AND MODERATE-INCOME

### APPENDIX C - 2004 LOW- AND MODERATE-INCOME LIMITS

### APPENDIX D - AREA BENEFIT/ DIRECT BENEFIT CHART

The diagram below shows the relationship between eligible and ineligible communities, and is to be used as a reference when reviewing the requirements and lists within these appendices.



## APPENDIX A

### ELIGIBLE AND INELIGIBLE JURISDICTIONS

#### 1. Eligible Jurisdictions

##### a. Non-Entitlement Cities and Towns:

Aberdeen	Garfield	Nooksack	Tieton
Albion	George	North Bonneville	Toledo
Almira	Goldendale	Northport	Tonasket
Asotin	Grand Coulee	Oakesdale	Toppenish
Benton City	Grandview	Oak Harbor	Tumwater
Bingen	Granger	Oakville	Twisp
Blaine	Hamilton	Ocean Shores	Union Gap
Brewster	Harrah	Odessa	Uniontown
Bridgeport	Harrington	Okanogan	Vader
Bucoda	Hartline	Omak	Waitsburg
Burlington	Hatton	Oroville	Walla Walla
Cashmere	Hoquiam	Othello	Wapato
Castle Rock	Ilwaco	Palouse	Warden
Cathlamet	Ione	Pateros	Washtucna
Centralia	Kahlotus	Pe Ell	Waterville
Chehalis	Kalama	Pomeroy	West Richland
Chelan	Kelso	Port Angeles	Westport
Chewelah	Kettle Falls	Port Townsend	White Salmon
Clarkston	Kittitas	Prescott	Wilbur
Cle Elum	Krupp	Prosser	Wilson Creek
Colfax	Lacey	Pullman	Winlock
College Place	La Conner	Quincy	Winthrop
Colton	La Crosse	Rainer	Yelm
Colville	Lamont	Raymond	Zillah
Conconully	Langley	Reardan	
Concrete	Leavenworth	Republic	
Connell	Lind	Ritzville	
Cosmopolis	Long Beach	Riverside	
Coulee City	Lyman	Rock Island	
Coulee Dam	Lynden	Rosalia	
Coupeville	Mabton	Roslyn	
Creston	Malden	Royal City	
Cusick	Mansfield	Sedro Woolley	
Davenport	Marcus	Selah	
Dayton	Mattawa	Sequim	
East Wenatchee	McCleary	Shelton	
Electric City	Mesa	Soap Lake	
Ellensburg	Metaline	South Bend	
Elma	Metaline Falls	South Cle Elum	
Elmer City	Montesano	Sprague	
Endicott	Morton	Springdale	
Entiat	Moses Lake	St. John	
Ephrata	Mossyrock	Starbuck	
Everson	Moxee	Stevenson	
Farmington	Naches	Sumas	
Ferndale	Napavine	Sunnyside	
Forks	Nespelem	Tekoa	
Friday Harbor	Newport	Tenino	



## APPENDIX A

### b. Non- Entitlement Counties:

Adams	Ferry	Klickitat	Skagit
Asotin	Franklin	Lewis	Skamania
Benton	Garfield	Lincoln	Stevens
Chelan	Grant	Mason	Thurston
Clallam	Grays Harbor	Okanogan	Wahkiakum
Columbia	Island	Pacific	Walla Walla
Cowlitz	Jefferson	Pend Oreille	Whatcom
Douglas	Kittitas	San Juan	Whitman
			Yakima

## 2. Ineligible Jurisdictions

### a. Entitlement Cities and Towns:

Airway Heights	Duvall	Marysville	Sammamish
Algona	Eatonville	Medical Lake	Sea Tac
Anacortes	Edgewood	Medina	Seattle
Arlington	Edmonds	Mercer Island	Shoreline
Auburn	Enumclaw	Mill Creek	Skykomish
Bainbridge	Everett	Millwood	Snohomish
Island	Fairfield	Milton	Snoqualmie
Battle Ground	Federal Way	Monroe	South Prairie
Beaux Arts	Fife	Mount Vernon	Spangle
Village	Fircrest	Mountlake	Spokane
Bellevue	Gig Harbor	Terrace	Stanwood
Bellingham	Gold Bar	Mukilteo	Steilacoom
Black Diamond	Granite Falls	Newcastle	Sultan
Bonney Lake	Hunts Point	Normandy Park	Sumner
Bothell	Index	North Bend	Tacoma
Bremerton	Issaquah	Olympia	Tukwila
Brier	Kennewick	Orting	University Place
Buckley	Kent	Pacific	Vancouver
Burien	Kenmore	Pasco	Washougal
Camas	Kirkland	Port Orchard	Waverly
Carbonado	La Center	Poulsbo	Wenatchee
Carnation	Lake Forest-	Puyallup	Wilkeson
Cheney	Park	Redmond	Woodinville
Clyde Hill	Lake Stevens	Renton	Woodland
Covington	Lakewood	Richland	Woodway
Darrington	Latah	Ridgefield	Yacolt
Deer Park	Longview	Rockford	Yakima
Des Moines	Lynnwood	Roy	Yarrow Point
Du Pont	Maple Valley	Ruston	

### b. Entitlement Counties:

Clark	Kitsap	Snohomish
King	Pierce	Spokane

## JURISDICTIONS WITH 51 PERCENT OR GREATER LOW- and MODERATE-INCOME (LMI) POPULATION

(Based On HUD's 2000 Census Data)

\*\*Please see Appendix D for additional information on determining LMI benefits.

NAME	LMI Population	TOTAL Population	LMI Percentage
Almira .....	173.....	321 .....	53.9.....
Benton City .....	1,318.....	2,533 .....	52.0.....
Bingen .....	435.....	652 .....	66.7.....
Brewster .....	1,520.....	2,125 .....	71.5.....
Bridgeport.....	1,453.....	2,099 .....	69.2.....
Bucoda .....	404.....	648 .....	62.3.....
Chelan .....	1,923.....	3,532 .....	54.4.....
Chewelach .....	1,155.....	2,129 .....	54.3.....
Clarkston .....	3,894.....	7,067 .....	55.1.....
Cle Elum.....	922.....	1,787 .....	51.6.....
Conconully.....	124.....	209 .....	59.3.....
Concrete.....	497.....	832 .....	59.7.....
Connell .....	1,375.....	2,403 .....	57.2.....
Coupeville.....	875.....	1,610 .....	54.3.....
Creston.....	121.....	230 .....	52.6.....
Cusick.....	150.....	211 .....	71.1.....
Ellensburg .....	8,027.....	13,234 .....	60.7.....
Entiat .....	502.....	959 .....	52.3.....
Everson .....	1,059.....	2,043 .....	51.8.....
George .....	368.....	510 .....	72.2.....
Goldendale .....	1,996.....	3,665 .....	54.5.....
Grand Coulee .....	506.....	878 .....	57.6.....
Granger .....	1,811.....	2,586 .....	70.0.....
Hamilton .....	194.....	330 .....	58.8.....
Hartline.....	79.....	142 .....	55.6.....
Hatton.....	65.....	118 .....	55.1.....
Hoquiam .....	4,724.....	8,977 .....	52.6.....
Ione .....	302.....	506 .....	59.7.....
Kahlotus .....	143.....	257 .....	55.6.....
Kelso .....	6,133.....	11,730 .....	52.3.....
Kettle Falls.....	838.....	1,553 .....	54.0.....
Kittitas.....	708.....	1,130 .....	62.7.....
Krupp.....	47.....	78 .....	60.3.....
Lamont .....	66.....	91 .....	72.5.....
Long Beach .....	707.....	1,268 .....	55.8.....
Mabton .....	1,279.....	1,911 .....	66.9.....
Malden.....	139.....	213 .....	65.3.....
Mattawa.....	2,029.....	2,703 .....	75.1.....

## JURISDICTIONS WITH 51 PERCENT OR GREATER LOW- and MODERATE-INCOME (LMI) POPULATION

NAME	LMI Population	TOTAL Population	LMI Percentage
Mesa.....	269	441	61.0
Metalline.....	118	179	65.9
Metalline Falls.....	118	199	59.3
Mossyrock.....	253	463	54.6
Nespelem.....	107	165	64.8
Newport.....	1,093	1,808	60.5
Northport.....	212	343	61.8
Oak Harbor.....	12,622	19,797	63.8
Oakville.....	346	640	54.1
Okanogan.....	1,240	2,281	54.4
Omak.....	2,482	4,461	55.6
Oroville.....	1,005	1,630	61.7
Othello.....	3,172	5,700	55.6
Pe Ell.....	391	688	56.8
Pullman.....	11,621	19,792	58.7
Quincy.....	2,951	5,116	57.7
Raymond.....	1,516	2,754	55.0
Republic.....	558	978	57.1
Riverside.....	217	349	62.2
Rock Island.....	467	883	52.9
Royal City.....	1,133	1,840	61.6
Sequim.....	2,109	4,086	51.6
Soap Lake.....	1,082	1,695	63.8
South Bend.....	963	1,809	53.2
Springdale.....	202	316	63.9
Starbuck.....	85	115	73.9
Sumas.....	572	965	59.3
Sunnyside.....	8,704	13,869	62.8
Tenino.....	829	1,448	57.3
Tieton.....	590	1,131	52.2
Toledo.....	312	612	51.0
Tonasket.....	557	880	63.3
Toppenish.....	5,799	8,781	66.0
Union Gap.....	2,806	5,479	51.2
Vader.....	344	617	55.8
Wapato.....	3,182	4,575	69.6
Warden.....	1,462	2,540	57.6
Wilson Creek.....	147	201	73.1
Winthrop.....	177	324	54.6
Yelm.....	1,693	3,303	51.3

**APPENDIX C**

<b>2005 Income Limits</b>									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
ADAMS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ASOTIN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
BENTON	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
CHELAN	50	18,950	21,650	24,350	27,050	29,200	31,400	33,550	35,700
	80	30,300	34,600	38,950	43,300	46,750	50,200	53,650	57,150
CLALLAM	50	17,900	20,500	23,050	25,600	27,650	29,700	31,750	33,800
	80	28,650	32,750	36,850	40,950	44,250	47,500	50,800	54,050
CLARK	50	23,750	27,150	30,550	33,950	36,650	39,400	42,100	44,800
	80	38,000	43,450	48,900	54,300	58,650	63,000	67,350	71,700
COLUMBIA	50	18,500	21,100	23,750	26,400	28,500	30,600	32,750	34,850
	80	29,550	33,800	38,000	42,250	45,600	49,000	52,400	55,750
COWLITZ	50	19,250	22,000	24,750	27,500	29,700	31,900	34,100	36,300
	80	30,800	35,200	39,600	44,000	47,500	51,050	54,550	58,100
DOUGLAS	50	18,000	20,550	23,150	25,700	27,750	29,800	31,850	33,900
	80	28,800	32,900	37,000	41,100	44,400	47,700	51,000	54,300
FERRY	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
FRANKLIN	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
GARFIELD	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850

## APPENDIX C

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
GRANT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
GRAYS HARBOR	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ISLAND	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
JEFFERSON	50	18,650	21,300	24,000	26,650	28,800	30,900	33,050	35,200
	80	29,850	34,100	38,400	42,650	46,050	49,450	52,850	56,300
KING	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
KITSAP	50	22,250	25,400	28,600	31,750	34,300	36,850	39,350	41,900
	80	35,550	40,650	45,700	50,800	54,850	58,950	63,000	67,050
KITITAS	50	18,850	21,550	24,250	26,950	29,100	31,250	33,400	35,550
	80	30,200	34,500	38,800	43,100	46,550	50,000	53,450	56,900
KLICKITAT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LEWIS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LINCOLN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
MASON	50	17,600	20,150	22,650	25,200	27,200	29,200	31,200	33,250
	80	28,200	32,250	36,300	40,300	43,550	46,750	50,000	53,200
OKANOGAN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

## APPENDIX C

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
PACIFIC	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PEND OREILLE	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PIERCE	50	21,750	24,850	27,950	31,050	33,550	36,000	38,500	41,000
	80	34,800	39,750	44,700	49,700	53,650	57,650	61,600	65,600
SAN JUAN	50	21,050	24,050	27,050	30,050	32,450	34,850	37,250	39,650
	80	33,650	38,450	43,250	48,100	51,950	55,750	59,600	63,450
SKAGIT	50	19,850	22,700	25,500	28,350	30,600	32,900	35,150	37,400
	80	31,750	36,300	40,800	45,350	49,000	52,600	56,250	59,900
SKAMANIA	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
SNOHOMISH	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
SPOKANE	50	19,100	21,850	24,550	27,300	29,500	31,650	33,850	36,050
	80	30,600	34,950	39,300	43,700	47,150	50,650	54,150	57,650
STEVENS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
THURSTON	50	23,150	26,450	29,750	33,050	35,700	38,350	41,000	43,650
	80	37,000	42,300	47,600	52,900	57,100	61,350	65,550	69,800
WAHIAKUM	50	18,900	21,600	24,300	27,000	29,150	31,300	33,450	35,600
	80	30,250	34,550	38,900	43,200	46,650	50,100	53,550	57,000
WALLA WALLA	50	17,950	20,500	23,100	25,650	27,700	29,750	31,800	33,850
	80	28,750	32,850	36,950	41,050	44,300	47,600	50,900	54,150

## APPENDIX C

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
WHATCOM	50	20,250	23,150	26,050	28,950	31,250	33,600	35,900	38,200
	80	32,400	37,050	41,700	46,300	50,050	53,750	57,450	61,150
WHITMAN	50	18,400	21,050	23,650	26,300	28,400	30,500	32,600	34,700
	80	29,450	33,650	37,850	42,100	45,450	48,800	52,200	55,550
YAKIMA	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

# DOES MY PROJECT PROVIDE AN *AREA BENEFIT* OR A *DIRECT BENEFIT* TO LOW- AND MODERATE-INCOME PERSONS?

TYPE OF BENEFIT	DEFINITION	EXAMPLE	DOCUMENTATION REQUIREMENTS
<b>AREA BENEFIT</b>	<p>Area benefit activities meet the identified needs of all persons within a clearly defined target area or jurisdiction and at least 51 percent of the persons are low- and moderate-income.</p>	<ul style="list-style-type: none"> <li>Comprehensive planning</li> <li>Studying the feasibility of a site development for general use</li> <li>Capital facility planning</li> <li>Assessing the needs of the general population</li> <li>Developing a Citizen Participation Strategy</li> </ul>	<ul style="list-style-type: none"> <li>The boundaries of the target area.</li> </ul> <p>This target area could be a city or county, or a defined area within or combining cities or counties. The boundaries of this target area must be consistent with the boundaries used to document household income levels (i.e. census tract.)</p> <ul style="list-style-type: none"> <li>The percent of low- and moderate-income persons for the target area.</li> </ul> <p>Acceptable income data sources include HUD's Census Data or a CDBG-approved income survey where at least 51 percent of the residents have low- and moderate-incomes.</p> <p><u>HUD's Census Data:</u> Listed in Appendix B are low- and moderate-income communities based on HUD's Census Data. If the target area is considered low income and is an unincorporated community or a smaller area within an incorporated community, contact the state CDBG program staff to determine whether it's eligible based on a smaller census designation.</p> <p><u>Income Survey:</u> If you have conducted or intend to conduct an income survey, contact the state CDBG program staff to receive approval of the survey methodology and response rate or to request a survey guide.</p>
<b>DIRECT BENEFIT</b>	<p>Direct benefit activities clearly focus on benefiting <b>low- and moderate-income persons or members of eligible special groups</b>, rather than all residents of a particular area.</p> <p>Eligible special groups:</p> <ul style="list-style-type: none"> <li>Abused children</li> <li>Battered spouses</li> <li>Elderly persons</li> <li>Severely disabled adults (meeting Bureau of Census definition)</li> <li>Homeless persons</li> <li>Illiterate adults</li> <li>Persons living with AIDS</li> <li>Migrant farm workers</li> </ul>	<ul style="list-style-type: none"> <li>Low-and moderate-income or special need housing strategies</li> <li>Studying the feasibility of a community facility that will focus on benefiting lower income or special need populations</li> <li>Business expansion assessments which would result in the creation or retention of jobs for lower income persons</li> <li>Self evaluation of handicap accessibility to public facilities and programs</li> </ul>	<ul style="list-style-type: none"> <li>A description of the eligibility requirements or exclusive nature of the activity that limits the benefit to low- and moderate-income persons or members of an eligible special need group.</li> </ul> <p>For job creation or retention activities, describe how the potential project will ensure the jobs will be made available or provide first consideration to low- and moderate-income persons (for example, first source agreement with local Employment Security Office); and explain how jobs currently held by low- and moderate-income persons would be lost without assistance, if applicable.</p> <p>Please contact CDBG Program staff to discuss alternatives if a project proposal appears to principally benefit low- and moderate-income persons or special groups but does not meet the documentation requirements.</p>